

Arizona Set Aside Procurement Program Committee Meeting Minutes

Wednesday, April 12, 2006

Attendance:

Members Present:

Jean A. Clark, Chair, ADOA
Les Anderson, AIB
Susan Bayer, Parks

Bill Branson, ACI
Jordann Corrillo, DES
Loretta Cooley, Commerce

Sylvia Farley, DOC
Bertha Whitby, ADOT

Members Absent:

Bev Hermon, AAPPD

Others in Attendance:

Jeff Battle, STARS
Jamie Battle, STARS
Armando Bernasconi,
Quality Connections

Clayton Hopkins, TCH
Steven King, Beacon Group
Mark Nelson, Foundation
for Blind Children

Kevin Webster, TCH
D. Williamson, STARS
Chris Valley, Foundation for
Blind Children

Minutes:

- I. **Call to order.** Jean Clark, Chair, called the meeting to order at 1:32 PM.
- II. **Roll call.**
- III. **Announcements.** Jean briefly talked about the website. EPS will create a listing of Set Aside contracts for the website with links where visitors can search for products and services. They can search by products and then onto the organization or they can use the links taking them to the Set Aside organizations' sites and access information on contracts and products there. EPS is still in the process of working on the website and should hopefully have that available within the month. Also associated with the website project, Tracey is working on the forms for new and current organizations interested in participating in the program or adding new products or services. These forms will provide a standardized format that will assist organizations through the application process. The last item discussed was the 2006 monthly calendar. It currently outlines the meeting dates, but as the process of identifying timeframes continues, EPS will add to the calendar for planning purposes.
- IV. **Approval of minutes.** After a brief discussion with a few small modification to the minutes, Loretta Cooley, Commerce, moved to approve the minutes from the February 8, 2006 meeting. Bill Branson, ACI, seconded. Motion passed unanimously.
- V. **New application review.** The Foundation for Blind Children submitted a request for review. Historically, they have worked with DES and ASDB in the past. There were no questions on their submittal. Jordann Corrillo, DES, expressed how happy her agency was with their services and made a motion to approve. Bill Branson, ACI, seconded. No further discussion. Motion passed unanimously. The Foundation for Blind Children commented that they looked forward to doing business with the State.

VI. Contract items review.

1. New contract, ACI Office and Computer Furniture. This item was tabled at the February meeting. The information presented was a continuation of the Computer Furniture with some minor modifications to pricing and also the JE Furniture line at a 40 % discount. Bill Branson, emphasized that ACI has been working with JE Furniture for 3 years with a good track record. Loretta Cooley, Commerce, moved to approve changes. Bertha Whitby, ADOT, seconded. Motion passed unanimously.
2. New Contract, Quality Connections with HP LaserJet Cartridges. Quality Connections is requesting a new contract to sell remanufactured HP LaserJet Cartridges only. Currently, this remanufactured option is available through Vision along with their new cartridges. The creation of the Quality Connections contract will overlap the Vision contract. Since both contracts exist until July 1st, agencies can choose either. Once the Vision contract expires, Quality Connections will be the only contracted vendor for remanufactured HP cartridges.

The committee asked Quality Connections about the quality of remanufactured cartridges. They responded by saying that in the beginning, there was a 50% failure rate, but now the industry has made significant improvements. The process is to now break down the cartridge, clean, rebuild, and then test each component within the cartridge. With a failure rate that is down to 1-2%, remanufactured cartridges are comparable to new. The cartridges meet all OEM standards and Quality Connection guarantees everything. They track the number of times the cartridge has been used so that they know what to exchange. Quality Connection would find a way to coordinate with STARS and their collection program. Benefits of the program are the cost savings to agencies (about 50% cost of new) and ecological benefits for recycling. DES has had a lot of success with using the remanufactured. The committee briefly touched on the need to develop an implementation and education plan to look at factors such as timing and impact. Sylvia Farley, DOC, moved to approve the contract. Jordann Corrillo, DES, seconded. Motion passed unanimously.

3. New Contract, STARS Cartridge Recycle Program. There are three MVD offices currently using their services. Although they are still looking at the best way to work with the State (i.e. collection bins in each building etc.), STARS would pick up cartridges. The next step, upon approval of the contract, would be to meet with the Facility management groups such as in GSD and OPUS to find out where bins can be placed. Jordann Corrillo, DES, moved to approve contract. Bertha Whitby, ADOT, seconded. Motion passed unanimously.
4. Contract #EPS060044, TCH Records Destruction Amendment. TCH and Beacon are ready to expand their areas of service. Sylvia Farley, DOC, moved to approve changes. Jordann Corrillo, DES, seconded. Motion passed unanimously.
5. Contract #EPS060080, TCH Janitorial Services Amendment. This item is actually agency specific and doesn't need to be discussed in committee.

VII. Program name designation. A possible name change was discussed. It was decided that the "Arizona Set-Aside Procurement Program" would be the official designation of the committee. Sylvia Farley, DOC, moved to approve the name. Jordann Corrillo, DES, seconded. Motion passed unanimously.

VIII. Program Review – Informational only. These items were already discussed, please see item III in the minutes for details.

1. Website. Draft is ready and site will hopefully be published in the next month or so.
2. Policy. Will be reviewing in the near future.
3. Forms. EPS will be finalizing the forms and will send for review and comment.

IX. Future agenda items. Reminder that Tracey Sotelo will be soliciting for usage reports. No other future items were mentioned.

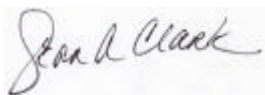
X. Committee comments and suggestions. Bill Branson, ACI, expressed appreciation for Tracey's hard work in providing well laid out information to the committee. Others in the committee and contractors also expressed their appreciation for her hard work and responsiveness.

XI. Call to the public. Some of the contractors discussed how they felt that they were really a part of a progressive program. Jean Clark, Chair, expressed her desire for the contractors to provide ideas for marketing and educating the Set-Aside to agencies. The goal is to have the Set-Aside be at the forefront, the first place agencies look to in providing products and services. In the future, EPS will provide information on upcoming contracts so organizations can be more proactive.

XII. Adjournment. Meeting was adjourned at 2:20 PM

Submitted by Christine Fruitman
Executive Assistant, Enterprise Procurement Services

APPROVED BY THE COMMITTEE



7/28/06

Jean A. Clark, Chair

Date